

DELAWARE TRANSIT CORPORATION

POSTING NO. 068-2011

POSITION VACANCY POSTING
DURATIONAL POSITION

DATE OF POSTING June 13, 2011

CLOSING DATE June 20, 2011

METHOD OF APPLICATION: Employment Application

INTERESTED EMPLOYEES MUST FILE FOR THIS POSITION BY COMPLETING THE APPROPRIATE BID FORM OR SUBMITTING A LETTER OF INTEREST, AN EMPLOYMENT APPLICATION AND RESUME TO THE EMPLOYMENT SECTION OF THE HUMAN RESOURCES DEPARTMENT BY 4:30 P.M. on **June 20, 2011**. POSITIONS COVERED BY COLLECTIVE BARGAINING AGREEMENTS WILL BE AWARDED IN ACCORDANCE WITH THE PROVISIONS AND PROCEDURES CONTAINED IN THE APPLICABLE CURRENT BARGAINING AGREEMENT.

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POSITION #: 883 JOB CODE #: 015

POSITION TITLE Secretary/Receptionist

PAY GRADE 5 PAY RATE _____ PAY RANGE \$10.256922 - \$13.675897
(MINIMUM TO MAXIMUM)

LOCATION: DISTRICT New Castle County DEPARTMENT Development
SECTION Customer Service

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CLASSIFICATION: FULL TIME X PART-TIME _____

CONTRACT: 8FR _____ 8DR _____ 32 _____ N/C X

SCHEDULED HOURS 8:00 AM – 4:30 PM SCHEDULED DAYS Monday - Friday

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SUMMARY OF POSITION:

This position provides administrative support services at a journey-level. The duties assigned may vary, but include such things as handling telephone calls coming in to the unit; scheduling meetings and functions and preparing materials for them; obtaining information requested; establishing and/or maintaining records systems for the office; preparing all materials that go out of the office; reviewing materials for signature to assure that they are correct as to format and other issues of style; maintaining other records or reports as instructed; attending meetings for the purpose of taking minutes or notes. This position provides administrative support to the Job Access Reverse Commute/New Freedom program. These duties include assisting with contractor, FTA and DelDOT/DTC reports, handling trip requests and generating manifest, registration and scheduling trips for the Night Owl Shuttle, and reconciling invoices.

JOB DESCRIPTION: AVAILABLE THRU HR DEPT X

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EQUAL OPPORTUNITY EMPLOYER
SEE PREFERRED QUALIFICATIONS ON SECOND PAGE

Preferred Qualifications:

Please address each Preferred Qualification separately.

1. Experience in the operation of a multi-line telephone system.

Applicants must detail all experience in the operation of a multi-line telephone system.

2. Experience in greeting and assisting visitors and customers with bus schedules, ticket sales, and directing them to the appropriate contact person.

Applicants must detail all experience in greeting and assisting visitors and customers with bus schedules, ticket sales, and directing them to the appropriate contact person.

3. Experience in computer software programs.

Applicants must detail all experience in computer software programs.

4. Experience in reconciliation of invoices and data entry.

Applicants must detail all experience in reconciliation of invoices and data entry.

JOB DESCRIPTION: AVAILABLE THRU HR DEPT_____X_____

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EQUAL OPPORTUNITY EMPLOYER

" Resume must specifically address the skills referenced in each Preferred Qualification."

Req.#